



Extraordinary Leave of Casual Staff

COVID- 19 LEAVE INFORMATION SHEET- CASUAL STAFF

Entitlement – Casual Staff

The Vice-Chancellor has approved extraordinary sick leave for casual staff, and this reflects the value we place on our casual staff, our desire to support them and ensure they do not feel compelled to attend campus when they are unwell.

Many casual staff will be able to continue working remotely if they need to isolate or contract COVID-19 and experience no or mild symptoms.

Where casual staff contract COVID-19 and are too unwell to work, then every casual staff member will be eligible for up to 5 days extraordinary sick leave.

Staff will be required to provide reasonable evidence of their COVID-19 diagnosis in the form of a medical certificate or official confirmation from SA Health of a positive PCR test to access the extraordinary 5 days of COVID-19 leave for casual staff members.

In order to claim COVID-19 leave, casual staff will be required to submit a timesheet for the hours / sessions that would have been worked in the fortnight during which they took leave, indicating via comments that the daily entry is for COVID-19 leave

Extraordinary sick leave for casual staff is only available if the staff member themselves is unwell with COVID-19. This extraordinary leave cannot be used while in isolation waiting for COVID-19 test results or as personal or carer's leave.

The extraordinary sick leave for casual staff is only valid up to and including Thursday, 01 September 2022 when the arrangement will be reviewed.

If you have any further questions about the extraordinary sick leave entitlement for casual staff, please contact the HR Service Centre.

Academic Sessional Casual Staff - Entering COVID-19 leave by way of timesheet

1. Fill in your fortnightly timesheet by entering the sessions you would have worked in the fortnight and select SUBMIT.

Timesheet

Employee ID _____ Contract Number 0014
 P/T Tchg Lecturer Employee Record Activity CBL Semester 2

Select Another Timesheet
 *View By Calendar Period [v] Copy Previous Timesheet Previous Period Next Period
 *Date 01/08/2020 [calendar icon] Next Job
 Reported Hours / Sessions 0.00

From Saturday 01/08/2020 to Friday 14/08/2020

Task	Sat 1/8	Sun 2/8	Mon 3/8	Tue 4/8	Wed 5/8	Thu 6/8	Fri 7/8	Sat 8/8	Sun 9/8	Mon 10/8	Tue 11/8	Wed 12/8	Thu 13/8	Fri 14/8	Total Course
Normal/Standard Tutorial				1.00											MEDIC ST 2101B
Repeat Tutorial					1.00										MEDIC ST 2101B
Standard Marking						1									MEDIC ST 2101B

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status Personalize Find 1 of 1

Date	Total TRC	Description	Comments
0 000000			

Return to Select Job

2. Select the comments bubble against the date/session for which you are eligible to take COVID-19 Leave.

Timesheet

Employee ID _____ Contract Number 0014
 P/T Tchg Lecturer Employee Record Activity CBL Semester 2

Select Another Timesheet
 *View By Calendar Period [v] Copy Previous Timesheet Previous Period Next Period
 *Date 01/08/2020 [calendar icon] Next Job
 Reported Hours / Sessions 3.00

From Saturday 01/08/2020 to Friday 14/08/2020

Task	Sat 1/8	Sun 2/8	Mon 3/8	Tue 4/8	Wed 5/8	Thu 6/8	Fri 7/8	Sat 8/8	Sun 9/8	Mon 10/8	Tue 11/8	Wed 12/8	Thu 13/8	Fri 14/8	Total Course
Normal/Standard Tutorial				1.00											1.00 MEDIC ST 2101B
Repeat Tutorial					1.00										1.00 MEDIC ST 2101B
Standard Marking						1.00									1.00 MEDIC ST 2101B

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status Personalize Find 1.3 of 3

Date	Reported Status	Total TRC	Description	Add Comments
04/08/2020	Needs Approval	1.00 806	Normal/Standard Tutorial	[comment bubble]
05/08/2020	Needs Approval	1.00 807	Repeat Tutorial	[comment bubble]
06/08/2020	Needs Approval	1.00 816	Standard Marking	[comment bubble]

Return to Select Job

3. Type “COVID LEAVE” in the comments and select APPLY.

TR Comments

Comments

Employee ID _____
 P/T Tchg Lecturer Employee Record

Note
 Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 04/08/2020 Personalize Find View All First 1 of 1 Last

Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1 04/08/2020	a	27/08/2020 12:35PM	Time Reporting	<input type="checkbox"/>	COVID LEAVE

Add Comment
 OK Cancel Apply

- The day/session against which a comment was made appears black. Once you are certain the correct sessions have been marked as “COVID LEAVE”, select SAVE FOR LATER, or and at the appropriate time in the payroll cycle, select SUBMIT to forward your timesheet for review and approval by the timesheet validator. Your comments will be visible to your timesheet validator who will validate that the leave has been appropriately entered for sessions that you would have worked but for being sick/caring/isolating during lockdown due to COVID-19.

Timesheet

Employee ID Contract Number 0014
 P/T Tchg Lecturer Employee Record Activity CBL Semester 2

Select Another Timesheet
 *View By Calendar Period Copy Previous Timesheet Previous Period Next Period
 *Date 01/08/2020 Reported Hours / Sessions 3.00

From Saturday 01/08/2020 to Friday 14/08/2020

Task	Sat 1/8	Sun 2/8	Mon 3/8	Tue 4/8	Wed 5/8	Thu 6/8	Fri 7/8	Sat 8/8	Sun 9/8	Mon 10/8	Tue 11/8	Wed 12/8	Thu 13/8	Fri 14/8	Total	Course
Normal/Standard Tutorial				1.00											1.00	MEDIC ST 2101B
Repeat Tutorial					1.00										1.00	MEDIC ST 2101B
Standard Marking						1.00									1.00	MEDIC ST 2101B

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status Personalize Find 1-3 of 3

Date	Reported Status	Total TRC	Description	Review Comments
04/08/2020	Needs Approval	1.00 806	Normal/Standard Tutorial	
05/08/2020	Needs Approval	1.00 807	Repeat Tutorial	
06/08/2020	Needs Approval	1.00 816	Standard Marking	

Return to Select Job

Casual Professional Staff - Entering COVID-19 leave by way of timesheet

- Fill in your fortnightly timesheet by entering the hours you would have worked in the fortnight. Select the comments bubble against the date for which you are eligible to take COVID-19 Leave.

Timesheet

Casual Employee (Prof Staff) Employee ID Contract Number 0001
 Employee Record Activity MEDIC ST 1103B

Select Another Timesheet
 *View By Calendar Period Copy Previous Timesheet Previous Period Next Period
 *Date 15/08/2020 Reported Hours / Sessions 0.00

From 15/08/2020 to 28/08/2020

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	15/8	New							
	Sun	16/8	New							
	Mon	17/8	New							
	Tue	18/8	New							
	Wed	19/8	New	1:00:00PM			4:00:00PM			
	Thu	20/8	New	1:00:00PM			4:00:00PM			
	Fri	21/8	New							
	Sat	22/8	New							
	Sun	23/8	New							
	Mon	24/8	New							
	Tue	25/8	New							
	Wed	26/8	New	1:00:00PM			4:00:00PM			
	Thu	27/8	New	1:00:00PM			4:00:00PM	3.00		
	Fri	28/8	New							

Save for Later Submit Clear

Exceptions Payable Time

Exceptions Personalize Find 1 of 1

Date	Exception ID	Exception Source	Status	Exception Severity

2. Type “COVID LEAVE” in the comments field and select APPLY.

TR Comments x

Comments

Casual Employee (Prof Staff) Employee ID
Employee Record

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 26/08/2020 Personalize | Find | View All | First 1 of 1 Last

Date	User ID	DateTime Created	Source	Comment
1 26/08/2020	a	27/08/2020 2:45PM	Time Reporting	COVID LEAVE

Add Comment

OK Cancel Apply

3. The day against which a comment was made appears black. Once you are certain the correct sessions have been marked as “COVID LEAVE”, select SAVE FOR LATER, and at the appropriate time in the payroll cycle, select SUBMIT to forward your timesheet for review and approval by the timesheet validator. Your comments will be visible to your timesheet validator who will validate that the leave has been appropriately entered for sessions that you would have worked but for being sick/caring/isolating during lockdown due to COVID-19.

Timesheet

Casual Employee (Prof Staff) Employee ID
Employee Record Contract Number 0001
Activity MEDIC ST 1103B

Select Another Timesheet

*View By Calendar Period Copy Previous Timesheet Previous Period Next Period

*Date 15/08/2020

Reported Hours / Sessions 12.00

From 15/08/2020 to 28/08/2020

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
🗨	Sat	15/8	New						+	-
🗨	Sun	16/8	New						+	-
🗨	Mon	17/8	New						+	-
🗨	Tue	18/8	New						+	-
🗨	Wed	19/8	Needs Approval	1:00:00PM			4:00:00PM	3.00	+	-
🗨	Thu	20/8	Needs Approval	1:00:00PM			4:00:00PM	3.00	+	-
🗨	Fri	21/8	New						+	-
🗨	Sat	22/8	New						+	-
🗨	Sun	23/8	New						+	-
🗨	Mon	24/8	New						+	-
🗨	Tue	25/8	New						+	-
🗨	Wed	26/8	Needs Approval	1:00:00PM			4:00:00PM	3.00	+	-
🗨	Thu	27/8	Needs Approval	1:00:00PM			4:00:00PM	3.00	+	-
🗨	Fri	28/8	New						+	-

Save for Later Submit Clear